



STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
33 CAPITOL STREET
CONCORD, NH 03301

STATE VICTIM ASSISTANCE GRANT APPLICATION – COVER PAGE

- a) Program Title County Victim Witness Advocate
- b) Authorized Purpose Area Not Applicable
- c) Grant Starting Date July 1, 2013 Ending Date June 30, 2014
- d) Program Implementation Date July 1, 2013 e) State Funds Authorized \$ 26,500
- f) Agency Name Belknap County
- g) Chief Elected Official/Head of Agency
Name John Thomas Title Commissioner - Chair
Contact Information: Telephone: 603-527-5400 Fax: 603-527-5409
Email: ephilpot@belknapcounty.org
- h) Program Director
Name Melissa C. Guldbrandsen Title Belknap County Attorney
Contact Information: Telephone: 603-527-5440 Fax: 603-527-5449
Email: mguldbrandsen@belknapcounty.org
- i) Fiscal Officer
Name Glen Waring Title Finance Director
Contact Information: Telephone: 603-527-5400 Fax: 603-527-5409
Email: gwaring@belknapcounty.org

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Program Description

Briefly describe the program to be funded including collaborative partners, services to be provided, education and outreach efforts, etc. Attachments are welcome.

- Provides crisis intervention/support to victims and witnesses to meet urgent emotional or physical needs.
- Makes referrals about available social mental health and medical services that may assist victims and witnesses.
- Serves as the victims'/witnesses' guide through the criminal justice process, advising of the status of cases, hearing dates, plea negotiations, etc.
- Advises victims of the NH Victims Compensation Program for medical bills, medications, counseling costs, lost wages, moving costs, funeral bills, etc. and assists victims in applying for the program.
- Notifies all victims of each court appearance and hearings on a defendant's case.
- Works with clerk of court on scheduling matters.
- Coordinates victims'/witness' scheduled court appearances to minimize inconvenience and disruption.
- Prepare witnesses for testifying to allay fears; instill a positive attitude toward the criminal justice system to assist with providing the State with cooperative, competent, well-informed witnesses.
- Attends depositions, motions hearings and trials to provide support and information to victims/witnesses.
- Assists prosecution team with trial strategies.
- Locates victims/witnesses who have dropped out of sight.
- Advise victims of their rights under RSA 21-M:8-k, including the right to address the court at sentencing, the right to be notified of parole board hearings and other sentencing changes and the right to be notified of an appeal.
- Assists victims with the preparation of victim impact statements and reading those statements to court.
- Assist witnesses in obtaining witness fees.
- Facilitate the swift return of property being used as evidence.
- Assist victims and witnesses in obtaining protection from harm or threats of harm arising out of cooperation with the judicial process.
- Increase public education/awareness regarding victims' needs.
- Contact victims' insurance companies, hospitals, and medical officers to get restitution documents for sentencing.

- Participate on County Multi-Disciplinary Team at the Greater Lakes Child Advocacy Center for child victims of physical and sexual assault.
- Liaison with other state victim programs.

Program Goals, Objectives & Effectiveness

Briefly describe the goals and objectives of the program for the grant period. What activities will be accomplished? Please include a statement regarding your collaborative partners and how they will contribute to this project. What kind of services do you expect to provide? What methods are utilized to measure the effectiveness of your program and the satisfaction of clients served? Attachments are welcome.

The goals and objectives of the program for the grant program are to continue and improve our efforts to assist crime victims in the Belknap County Superior Court and to prevent re-victimization through the criminal court process. In particular, we continue to reach out to victims early on in the court process and to gather input from them to enable plea offers to be made at the earliest practicable time. The goal for this will be to determine early on in the prosecution, which cases will go to trial and which can be resolved through negotiated dispositions. The coordinator can then spend the extra time needed focusing on trial preparation with victims who require this. With our input, our court has built in a time schedule for plea offers and negotiations well in advance of trial. This will ensure that victims will not needlessly be inconvenienced or experience stress wondering if a defendant will take responsibility for their actions and plead guilty.

Many times the effectiveness of our program is measured by the thanks and praise we receive from victims and other participants in the process. Other times we take note of complaints or gripes in revising our program.

We continue to work with law enforcement in making referrals to our office even long before charges are brought so we can support them in the interim or assist with explaining why there is a delay in arrest or prosecution. In addition, we are meeting with victims in advance of grand jury indictments and have attempted to keep them apprised of the investigation and pre-indictment process that may involve bail revocation or bail review hearings.

We have established a better procedure for last minute witness notification to avoid needless trips to court when the docket experiences sudden changes. This is an area, which we are constantly trying to improve and work with the court system on as well.

The addition of the Greater Lakes Child Advocacy Center in Belknap County provides for earlier intervention in those cases that are referred to the county attorney's office. The victim/witness coordinator is a member of the child protection team.

Benefits of this Funding

Please provide a brief narrative as to the benefits this grant assists your organization in accomplishing. Please include the approximate number of victims served, the benefit to the community and a brief sustainability plan should funding no longer be available. It would also be most helpful if you could include a case study of a victim you were able to assist.

In 2012, the Belknap County Attorney Victim Witness Coordinator assisted 173 new victims. As you are aware, the Belknap County Attorney's Office has only 1 Victim/Witness Coordinator who is responsible for all these cases. The Victim Witness Coordinator to the County Attorney's Office helps to create cooperating victims and witnesses which assist in the prosecution of crimes. Additionally, victims of crime are traumatized and need guidance through the criminal justice system. The v/w coordinator assists the prosecutor in communicating to the victim the case status as the v/w coordinator has more interaction with the victim. The v/w coordinator collects the restitution documents from victims for the restitution figures that are necessary for each case. The v/w coordinator makes notes of any input the victim provides for the outcome of each case. If the defendant is breaking bail conditions by contacting the victim, the v/w coordinator would provide information on reporting the bail violation and follow up to the police department. Many times the police department request the bail condition in writing so the v/w coordinator faxes the bail conditions so they may follow up with the victim.

Without a program Belknap County would not be able to comply with guaranteed rights to victims under the NH Victim Bill of Rights, Section 21-M-M:8-K.

Case Study: State v P.C.

Our office prosecuted a 30 year old defendant for two charges of Criminal Threatening on two employees at a local store. He was a customer who came into the store to have work done on his car. He threatened both the female customer service employee and the manager. The threats consisted of "hate crimes" as he was threatening to kill the "Jew bitch behind the counter". The female customer service employee is a 56 year old female who had a family history of her uncle being killed in World War II. As he was leaving the establishment he threatened the manager in similar language. This started due to a picture of a swastika in his car. The victims reported immediately and he was indicted very soon after.

The Victim Witness Coordinator provided emotional support to the victims throughout the pendency of the case which included two trials. The first ended with a mistrial due to the jury not coming to a unanimous verdict and the second ended with a guilty verdict of all counts. The female victim in this case was traumatized and needed a lot of support before, during and after the end of the case. She had been suffering with extreme anxiety, sleeping issues and deep fear. One of the facts of the case was that she was told by the defendant during the threatening behavior that he was a member of a white supremacist group and will be coming for her. The Victim Witness Coordinator was able, over time, to help her understand that this was normal to feel those feelings and there were services to help her. The other victim in this case did not want the full range of services that was offered.

A bail order was in place and that was explained to the victims and additional information was provided on safety and what to do. In addition, the Victim Witness Coordinator made referrals for counseling and social services and informed her of what to expect in the criminal process and the possible outcomes. The Victim Witness Coordinator had numerous conversations with her to help her understand the process of victimization, the court system and explaining the numerous continuances and the hung jury verdict and what that meant. Follow up phone calls were conducted at the office with explanations of the various motions and court proceedings that were occurring. In this case, and in many cases, trials and hearings may be postponed for a variety of reasons, causing a great deal of stress and frustration to the victim and witnesses. Having only one judge to conduct all the trials and hearings has clearly interfered with prompt case resolution.

As the case was prepared with the victim and the various witnesses, the Victim Witness Coordinator conducted a court tour to orient her and to assist her in feeling safe during trial and understanding how the proceedings worked and who all the different professionals were in the justice system. In this case, other witnesses of the business were witnesses and court tours were conducted for those as well. Plea offers were explained and input was received from the victim and rejected with the defendant eventually opting for a trial and ultimately being found guilty by jury. The Victim Witness Coordinator assisted in the explanation of the "hung jury" verdict to the victim and witnesses. At the sentencing stage, the victim provided a victim/impact statement, which was included in the Presentence Investigation. She also attended the sentencing of the defendant and spoke to the Court of the impact this crime had on her.

Since the verdict of guilty, the Victim Witness Coordinator has notified the victim of the appeal process and notified the jail for notification. In this County, the jail notifies the Victim witness Coordinator of release and the victim/witness coordinator will send the notification as requested. In addition, the defendant has appealed the verdict and that is pending. During this whole process, support services to the victim are essential to their recovery. This was only one case example of the service to our community by the Belknap County Victim Witness Coordinator, without which prosecutions would be difficult at best.

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BUDGET ITEMIZATION

Project:	Applicant:				
A. PERSONNEL (Job Title)	Annual Salary	Allowable%	State Funds	Other Funds	Total Budget
Victim/Witness Coordinator	60,787.	40 hrs/wk	25,000.	35,787.	60,787.
Subtotals			25,000.	35,787.	60,787.
SOCIAL SECURITY & OTHER FRINGE BENEFITS (Itemize)					
Subtotals Fringe					
Subtotals, Personnel & Fringe					
B. CONTRACTUAL SERVICES					
Subtotals					
TOTAL			25,000.	35,787.	60,787.

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BUDGET ITEMIZATION (CONT'D)

	State Funds	Other Funds	Total Budget
C. TRAVEL			
Subtotals	1,500.		
D. FACILITY COST			
Subtotals			
E. OTHER COSTS			
Subtotals			
F. EQUIPMENT PURCHASES (Description, Quantity, Unit Price)			
Subtotals			
GRAND TOTALS	26,500.	35,787.	62,287.

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BUDGET NARRATIVE

Please provide further explanation of the itemized budget as necessary. This should include the source of Other Funds (no match is required); breakdowns of costs such as benefit %'s, etc.

The salary figure in the budget is \$60,787. The position is full time. This pay rate is in line with pay for Victim Witness Advocates. Travel covers the annual meeting for the Victim/Witness Advocates.

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STATE VICTIM ASSISTANCE PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package will adhere to the following guidelines and conditions:

1. The subgrantee assures that State funds received for this grant program **will not** be used to supplant county and/or local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the grant funds will be expended only for purposes and activities directly related to the funded program.
2. The subgrantee agrees to provide information on the program supported with State grant funds as requested by the New Hampshire Department of Justice, Grants Management Unit.
3. The subgrantee authorizes representatives from the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to the program’s grant funds. Further, the subgrantee agrees to allow and cooperate with site monitoring visits by the New Hampshire Department of Justice.
4. The subgrantee agrees to maintain detailed time and attendance records for any personnel positions funded with these grant funds where 100% of the position’s activities are not directly related to the funded program. For personnel positions that are 100% allowable under the funded program, normal payroll records and documentation are sufficient.
5. The subgrantee agrees to obtain prior written approval from the New Hampshire Department of Justice before making changes in program activities, designs, budgets, etc. as outlined in the subgrantee’s approved grant application.
6. Equipment purchased with State grant funds shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of State grant funds.
7. The subgrantee agrees that the title to any equipment purchased with State grant funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the program purposes for which it was acquired.
8. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

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STATE VICTIM ASSISTANCE PROGRAM GUIDELINES AND CONDITIONS
(Continued)

9. The subgrantee agrees to inform victims and/or their guardians about the State Victims Compensation Program and to offer assistance in the application process (this assistance may simply entail a referral to a victim/witness advocate and/or victim advocate to facilitate the process).

10. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

11. The subgrantee agrees by signing and returning the award document to the NH Department of Justice that they shall submit a quarterly expenditure report for financial reimbursement. Quarterly reports are due 15 days after the end of the quarter, for example if the reporting period is July 1 to Sept. 30 your report is due in this office by October 15th. If necessary the subgrantee may file for reimbursement on a monthly basis with the same 15 day grace period. Please submit only one copy of your report by email, fax or US Mail.

The following three conditions are not required, but are strongly recommended

12. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the subgrantee on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at http://doj.nh.gov/grants/civil_rights.html and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

13. If required, within 30 days from the date of the award, the subgrantee will submit for approval, an acceptable Equal Employment Opportunity Plan (EEOP) as required by 28 CFR 42.301 et seq. or a Certification Form to both the NH DOJ and the Office of Civil Rights, Office of Justice Programs, US DOJ at 810 7th Street, NW, Washington, DC 20531. Failure to submit an approved EEOP or Certification is a violation of the Program Guidelines and Conditions and may result in suspension or

termination of funding, until such time as the subgrantee is in compliance. Additional information on EEOP requirements may be found here:

http://doj.nh.gov/grants/civil_rights.html.

14. The subgrantee must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.

John Thomas

Name and Title of Authorized Representative

Signature

Date

Belknap County, 34 County Drive, Laconia NH 03246

Name and Address of Agency

**NH DEPARTMENT OF JUSTICE - GRANT APPLICATION
APPLICATION CHECKLIST**

Please be sure that the following sections are completed and returned with your grant application. Please include a completed copy of this checklist in your application.

- COVER PAGE**
- PROGRAM DESCRIPTION**
- PROGRAM GOALS, OBJECTIVES & EFFECTIVENESS**
- BUDGET ITEMIZATION**
- BUDGET NARRATIVE**
- SIGNED PROGRAM GUIDELINES AND CONDITIONS**
- MOST RECENT AGENCY AUDIT**
- MOST RECENT IRS FORM 990 (nonprofits only)**

Any questions regarding this application should be directed to Susan Dearborn at 271-8091 or susan.dearborn@doj.nh.gov.

Please return your completed application by July 31, 2013 to:

**Susan Dearborn, Grants Management Unit
New Hampshire Department of Justice
33 Capitol Street
Concord, NH 03301**

**Or by email to
susan.dearborn@doj.nh.gov.**